

I. POSITION DESCRIPTION

- A. **TITLE:** CODE ENFORCEMENT OFFICER
- B. **DEPARTMENT:** POLICE
- C. **SUPERVISED BY:** SUPERVISORY LIEUTENANT

II. DEFINITION AND NATURE

The Code Enforcement Officer is a civilian, non-sworn position of the Menasha Police Department. The position is responsible for enforcement of ordinance violations, traffic direction, assisting motorists, investigation of animal complaints, parking patrol, park surveillance, funeral escorts and assisting department officers and police support staff. As a representative of the City of Menasha, the Code Enforcement Officer is governed by high moral and legal standards. The philosophy requires dedication to the public service for the common good of all citizens.

III. GENERAL DUTIES AND RESPONSIBILITIES

The Code Enforcement Officer is under the direct supervision of the Supervisory Lieutenant. The Code Enforcement Officer works assigned shifts performing surveillance patrol, identifying investigating and enforcing ordinance violations, traffic direction, motorist assist, conducting funeral escorts, opening locked vehicles for citizens, station tours, checking vacation homes, verification of vehicle defect warnings, animal complaints and investigates minor incidents as assigned by the Supervisory Lt. and assisting department officers and staff as directed.

The Code Enforcement Officer will maintain availability by radio and mobile data computer with the Dispatch Center and supervisors.

The Code Enforcement Officer will carry out duties as directed by department policy and directions of his/her immediate supervisor. The Code Enforcement Officer will use independent judgement within guidelines as established by department policy and procedure.

The Code Enforcement Officer shall willingly follow all lawful orders of supervisors and adhere to all department rules, regulations, directives, policies and procedures.

IV. ANALYSIS OF TASKS

The Code Enforcement Officer shall:

- A. Strive to carry out the Mission of the Menasha Police Department.
- B. Direct vehicle and pedestrian traffic as assigned by policy or department supervisor.
- C. Assist at accident scenes, fire scenes or any other event as assigned by a department supervisor.
- D. Assist at special events, parades, etc. as assigned by a department supervisor.
- E. When assigned or upon recognition of a stalled or stranded vehicle, attempt to provide assistance.
- F. When assigned or upon recognition, assist motorists in unlocking vehicles.
- G. Check designated vacation homes.
- H. Handle all animal complaints as directed.
- I. Respond and handle all minor complaints as directed.
- J. Verify correction of vehicle defect warnings.
- K. Conducts field inspections and special investigations to ensure compliance with various municipal ordinances.
- L. Initiates and enforces rules and regulations in relation to enforcement of various municipal ordinances.
- M. Initiates necessary legal action against violators of various municipal ordinances.
- N. Prepares needed reports.
- O. Attends meeting of municipal agencies as requested.
- P. Appears and testifies in the municipal court or other appropriate boards and agencies to obtain compliance with all laws and ordinances.

- Q. Works in unison with other city departments as needed to investigate and enforce municipal ordinances.
- R. Through observation or assignment, investigate and take the appropriate enforcement action pertaining directly to the following ordinance violations.
 - 1. Junk Vehicles
 - 2. Proper garbage placement
 - 3. Vision obstructions.
 - 4. Parking on front lawns
 - 5. Proper display of addresses
 - 6. Placement of terrace signs
 - 7. Public Nuisance
- S. Refer other ordinance violations to the direction of the supervisory lieutenant.
- T. Enforce parking violation.
- U. Assist with funeral escorts.
- V. Assist with police station tours.
- W. Perform such miscellaneous duties as directed; i.e., delivery and pickup of mail, pickup and drop off of film, delivery of aldermen notices, special deliveries, etc., and perform all functions as directed by a member of the supervisory staff.
- X. Issue Summons as appropriate.

V. PERIPHERAL DUTIES

- A. Maintain department equipment supplies and facilities.
- B. Maintain contact with the community and city officials in the performance of police operating activities.

VI. QUALIFICATIONS

- A. Must be at least 18 years of age.
- B. Must have a valid Wisconsin driver's license or be able to obtain one and maintain it during the time of hire.
- C. Must not have any felony convictions or disqualifying criminal history.
- D. Must be able to read, write and speak the English language.
- E. Must be of sound moral character.
- F. Must have successfully completed 60 college credits with a grade of C or higher.
- G. Must pass all medical and psychological exams and drug screens.
- H. Must pass all department background investigations.
- I. Must successfully complete all department training sessions.
- J. Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.
- K. Ability to perform essential physically demanding job tasks as detailed in Section VII. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of this position.
- L. Ability to make evaluative judgments based on the application of statutory or regulatory provisions.
- M. An ability to establish or maintain effective working relationship with peers and supervisors.

- N. Ability to analyze, comprehend and interpret municipal rules, regulations, policies, procedures and ordinances and apply them to specific cases.
- O. Ability to follow verbal and written instruction.
- P. Ability to learn the geography of the city.
- Q. Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions and recommendations.

VII. **PHYSICAL DEMANDS**

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the functions of this job, the Code Enforcement Officer is frequently required to sit, talk or hear. The Code Enforcement Officer is also required to stand, walk, use hands, fingers, handle or feel objects, tools or controls, kneel, crouch, reach with hands and arms and occasionally run, climb or balance, stoop, crawl, taste and smell. Specific vision abilities required by this position include close vision, distance vision, peripheral vision and depth perception with the ability to see in low light and adjust normally to darkness.

The Code Enforcement Officer must occasionally lift and/or move more than 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

VIII. **WORK ENVIRONMENT**

The work environment characteristics here described are representative of those an employee encounters while performing essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee often works in outside weather conditions. The employee can be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration. The noise level in the work environment is usually quiet while in the office and moderately noisy in the field.

Duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. This job description does not constitute agreement between the employer and the employee and is subject to change by the employer as needs of the employer and requirements of the position change.

ROBERT G. STANKE
Chief of Police

Adopted : 12/13/07